



## Treatment of Title IV Funds When a Student Withdraws from a Credit Hour Program

Student's Name Penny Jones Social Security Number Case Study 3-1

Date Form Completed    /    /    Date of the institution's determination that the student withdrew 10 / 13 /

Period used for calculation (check one) ☒ payment period ☐ period of enrollment

Monetary amounts should be in dollars and cents (rounded to the nearest penny). Round to three decimal places when calculating percentages. For example, .4486 would be .449, or 44.9%.

### STEP 1: Student's Title IV Aid Information

	Net Amount Disbursed	Net Amount That Could Have Been Disbursed	Amount Disbursed	Amount That Could Have Been Disbursed
1. Unsubsidized FFEL/Direct Stafford Loan				<b>\$1,562.50</b>
2. Subsidized FFEL/Direct Stafford Loan			<b>\$750.00</b>	
3. Perkins Loan				
4. FFEL/Direct PLUS				
5. Pell Grant				
6. FSEOG				
7. Other Title IV programs*				

\* Do not include FWS.

A. Total Title IV aid disbursed (NOT aid that could have been disbursed) for the payment period or period of enrollment **A** **\$ 750.00**

B. Total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment **B** **\$ 2,312.50**

### STEP 2: Percentage of Title IV Aid Earned

C. • If school is not required to take attendance and student withdrew without notification, enter 50% in Box C and proceed to Step 3 OR school may enter a last date of attendance at an academically-related activity for "withdrawal date" and proceed from there.

• Withdrawal date 10 / 13 / Payment period/period of enrollment start date 8 / 23 / end date 12 / 10 /

• Percentage of payment period or period enrollment completed

Determine the calendar days completed in the payment period or period of enrollment divided by the total calendar days in the payment period or period of enrollment (exclude scheduled breaks of 5 days or more AND days that a student was on approved leaves of absence).

$$\frac{\boxed{52}}{\text{completed days}} \div \frac{\boxed{110}}{\text{total days}} = \boxed{47.3} \%$$

If this amount is less than or equal to 60%, enter this amount in Box C. If this amount is greater than 60% (with or without rounding), enter 100% in Box C.

**C** **47.3%**

### Step 3: Amount of Title IV Aid Earned by the Student

D. Percentage of Title IV aid earned (Box C) x the total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment (Box B)

$$\frac{\boxed{47.3\%}}{\text{Box C}} \times \frac{\boxed{\$ 2,312.50}}{\text{Box B}} = \text{D} \quad \boxed{\$ 1,093.81}$$

### Step 4: Total Title IV Aid to be Disbursed or Returned

If the amount in Box D is greater than the amount in Box A, go to item E. If the amount in Box A is greater than the amount in Box D, go to item F. **If the amounts in Boxes A and D are equal, STOP. No further action is necessary.**

E. **Post-withdrawal disbursement.** Subtract Title IV aid disbursed for the payment period or period of enrollment (Box A) from the amount of Title IV aid earned (Box D). This is the amount of the post-withdrawal disbursement due. Stop here and go to the post-withdrawal disbursement tracking sheet.

$$\frac{\boxed{\$ 1,093.81}}{\text{Box D}} - \frac{\boxed{\$ 750.00}}{\text{Box A}} = \text{E} \quad \boxed{\$ 343.81}$$

F. **Title IV aid to be returned.** Subtract the amount of Title IV aid earned (Box D) from Title IV aid disbursed for the payment period or period of enrollment (Box A). This is the amount of Title IV aid that must be returned.

$$\frac{\boxed{\phantom{000000}}}{\text{Box A}} - \frac{\boxed{\phantom{000000}}}{\text{Box D}} = \text{F} \quad \boxed{\$ \phantom{000000}}$$

## Post-Withdrawal Disbursement Tracking Sheet

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### Amount of Post-Withdrawal Disbursement

A. Amount from Box E of "Treatment of Title IV Funds When a Student Withdraws" Worksheet A \$ 343.81

### Post-Withdrawal Disbursement Credited to Student's Account

B. Total outstanding charges on student's account B \$ 1,900.00

C. Total amount of post-withdrawal disbursements credited to student's account

- Amount of post-withdrawal disbursement credited for tuition, fees, room and board (if student contracts with the institution) \$ 343.81
- Amount of post-withdrawal disbursement credited for other current charges + \$ 0.00
- Amount of post-withdrawal disbursement credited for minor prior year charges + \$ 0.00

Total Amount Credited to Account

C \$ 343.81

- D. Student and/or parent authorization to credit account for other current charges or minor prior year charges (if necessary) obtained on      /      /
- E. If a post-withdrawal disbursement of loan funds is credited to account, date of notification to student and/or parent      /      /

### Post-Withdrawal Disbursement Offered to Student/Parent

F. Total amount of post-withdrawal disbursement (Box A) – amount of post-withdrawal disbursement credited to student's account (Box C) = Total amount to offer to student/parent F \$ 0.00

G. Notification sent to student and/or parent on      /      /     

H. ☐ Response received from student/parent on      /      /       
☐ Response not received

I. Amount accepted I \$ .

J. Accepted funds sent on      /      /     

### Post-Withdrawal Disbursement Made From

Pell Grant	<u>\$343.81</u>	Subsidized FFEL/Direct Stafford Loan	<u>                    </u>
FSEOG	<u>                    </u>	Unsubsidized FFEL/Direct Stafford Loan	<u>                    </u>
Other Title IV programs (grants)	<u>                    </u>	Perkins Loan	<u>                    </u>
		FFEL/Direct PLUS	<u>                    </u>
		Other Title IV programs (loans)	<u>                    </u>